



PUEBLO DE SAN ILDEFONSO
Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

POSITION DESCRIPTION

POSITION: Transportation Planning Manager
SALARY: DOE
FLSA: Non-Exempt

LOCATION: Pueblo de San Ildefonso
REPORTS TO: Natural Resources Director

Job Summary

Under limited supervision, manages the transportation system efforts for the Administration of Pueblo de San Ildefonso. Performs project management and coordinates transportation planning, studies, and activities. Provides technical assistance, advice and recommendations to management, Tribal Council and community members on transportation issues. Prepares, interprets, presents comprehensive plans, studies, reports. Oversees funding and budget administration. Ensures compliance with applicable regulations and restrictions. Provides strategic consultation and represents the Pueblo de San Ildefonso Administration to Tribal Council leadership, intergovernmental institutions and interagencies as appropriate.

Supervision and Guidelines

Work performed is under the supervision of the Natural Resources Director. Guidelines include generally accepted transportation principles, applicable laws, rules and regulations, Pueblo de San Ildefonso policies and procedures and supervisory and administrative instructions and directives.

Essential Duties and Responsibilities

Manages the transportation system, maintenance, and development.

Performs project management and coordinates transportation planning, studies, and activities.

Provides advanced technical assistance, advice and recommendations to management, Tribal Council and community members on transportation issues.

Prepares, interprets, presents comprehensive plans, studies, and reports.
Oversees funding and budget administration.

Ensures compliance with applicable regulations and restrictions.
Provides strategic consultation.

Represents the Pueblo de San Ildefonso Administration to Tribal Council leadership, intergovernmental institutions and interagencies as appropriate.

Maintains and periodically updates the Pueblo's Transportation Plan.

Performs public outreach informing Tribal members of the existing condition of the transportation system and identify community transportation issues.

Develops and maintains an Inventory of Indian Reservation Roads (IRR), construction needs and a short and long range Transportation Improvement Plan (TIP) and establish a priority for construction based on the transportation plan.

Maintains the IRR inventory system and IRR atlas maps with up to date information with necessary approvals so projects may be programmed and constructed on schedule.

Management of road construction contracts.

Conducts traffic surveys to obtain data for estimates of traffic volume, estimates of the composition of traffic and to obtain data on the current uses of the road systems by cooperation with Public Highway Authorities and/or independent surveys.

Coordinates reservation transportation plans with tribal officials and executives of the federal, state, and county transportation programs.

Solicits local governments, state transportation agencies and other federal agencies for road projects funding.

Participates in transportation planning meetings and conferences.

Performs miscellaneous job-related duties as assigned.

Work Environment

Work is performed in an office setting and out in the field. Travel may be required.

Minimum Qualifications

A Bachelor's degree in Civil Engineering, Environmental Engineering, Public Works or related science and 5-8 years of experience in the Transportation field; or, 10 years of progressively responsible work in the Transportation field; or, an equivalent combination of education and experience. Knowledge of Federal laws and regulations relating to the Federal-aid highway program, transit programs, the Indian Reservation Roads (IRR) program, Public Law 93-638 and other related federal and state transportation regulations. Experience in tribal and community transportation planning, understanding of highway design and construction concepts and principals. Working knowledge of tribal infrastructure programs, economic development, zoning and land use plans. Excellent organizational and supervisory skills. Excellent verbal and written communication skills. Proficiency in MS Word, Excel, and Outlook. Ability to perform quality work under pressure, meet deadlines, and maintain confidentiality. Must have a valid driver's license and must be insurable under the Pueblo de San Ildefonso vehicle insurance policy.